

E-Mail ALPERSRU B/03

Subj: PERSRU TRAINING FOR UPCOMING CGHRMS SOFTWARE RELEASE

Ref: (a) COMDT COGARD Washington DC 210047Z Dec 02/[ALCOAST 587/02](#), G-CCS, G-CIT, COMDTNOTE 5230

Purpose This E-Mail ALPERSRU provides the training plan for the next Coast Guard Human Resources Management System (CGHRMS) software release. CGHRMS software Release 9 is scheduled for implementation in late April 2003.

Training Approach The focus for Release 9 training will be to ‘*Train-the-Trainer*’. This type of training reduces the impact on daily PERSRU operations and is the best use of limited funds available for travel and per diem. PERSRU personnel, who receive this training, are expected to go back and train those who were not able to attend.

The training sessions also provide an opportunity for extensive hands-on testing of the new modules. Additional testing will aid developers in identifying any discrepancies that need to be corrected prior to software implementation.

About Release 9 CGHRMS Release 9 completes the transition from SDA II (for PERSRU data entry) and the Personnel Management Information System (PMIS) database. The following transactions are included in this release:

- Enlistment/Direct Commission into Coast Guard
 - Departing/Reporting PCS
 - Retirements/RELADS/Discharges/Deaths
 - Reenlistments/Extensions/Re-extensions/Retentions
 - Recall Retiree With Break in Service/Without Break in Service
 - Career Intentions
 - Remainder of entitlements not yet in production:
(BAH/BAS/INCONUS COLA/OUTCONUS COLA/ACIP/OHA/IHA)
 - TDY Entitlements
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**About
Release 9
(cont'd)**

- On-Line LES
 - Change in Liquidation for Advance Payments
 - Maintenance of Bonuses (i.e., suspend/remove suspension/stop)
 - Absences: Leave/Confinement/UA/Deserter/Captured/Missing
 - Reserve ADT Orders (including Amending/Reporting Additional Active Duty Period)
 - Manage Reserve Functions: RMGIB/Training Ratings/Reserve Category, Class, & Pay Status/Specified Waivers/Course Completion Points
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**Training Sites
and Dates**

Per reference (a), PERSRU training will be conducted at 18 regional sites. HRSIC will be sending one trainer and one technical representative to each site. These sites, with anticipated training dates and PERSRUs to be trained, are listed below.

Region	Dates (2003)	PERSRUs
Miami	10-14 Feb	ISC Miami, GP Key West, GP St. Petersburg, and GANTSEC
Petaluma	10-12 Feb	TRACEN Petaluma and GP Humboldt Bay
Washington D.C	24-28 Feb	CG HSC, CGPC, Activities Baltimore, and TISCOM
Elizabeth City	24-28 Feb	SPRTCEN Elizabeth City, GP Fort Macon, and GP Charleston
Cape May	24-28 Feb	TRACEN Cape May
St. Louis	03-05 Mar	ISC St. Louis
San Pedro	03-05 Mar	ISC San Pedro
Portsmouth	03-07 Mar	ISC Portsmouth and TRACEN Yorktown
Honolulu	10-14 Mar	ISC Honolulu and MARSEC
New York	10-14 Mar	Academy and Activities New York
Galveston	10-14 Mar	Base Galveston, GP Corpus Christi, and MSO Houston-Galveston
San Diego	24-26 Mar	Activities San Diego
Cleveland	24-26 Mar	ISC Cleveland
Alameda	24-28 Mar	ISC Alameda, GP San Francisco, and AIRSTA Sacramento
Juneau	31 Mar - 04 Apr	ISC Kodiak, ISC Ketchikan, and ISC Ketch DET Juneau
Seattle	31 Mar - 04 Apr	ISC Seattle, GP Port Angeles, GP North Bend, and GP Astoria
New Orleans	07-11 Apr	ISC New Orleans, and ATC/GP Mobile
Boston	07-11 Apr	ISC Boston, GP Southwest Harbor, AIRSTA Cape Cod, GP Woods Hole, and GP Portland

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Travel Funding Travel funds are available for 3 members from each PERSRU that is not within the local commuting area of a site where training will be conducted, to attend the training.

The unit will have to provide travel funds for any additional members attending.

Training Sessions Sites with multiple PERSRUs being trained will have two training sessions conducted. All others will have only one session. Begin and end time for each day of training will be:

- 1st Session: Monday – 0730-1600, Tuesday – 0730-1545, and Wednesday – 0730-1145.
 - 2nd Session: Wednesday – 1300-1720, Thursday – 0730-1530, and Friday – 0730-1545.
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Training Topics Training will cover new Release 9 modules and some modules already in use.

Topic	Process
Accessions	How to process an Enlistment into the Coast Guard.
	How to hire an applicant
	How to print enlistment contract
PCS	How to depart a member PCS
	How to report a member PCS
Absences	How to input regular leave on a member
	How to put a member in and out of a UA status
	How to put a member in a deserter, captured, missing, and terminate absence status.

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Training Topics (cont'd)

Topic	Process
Modify a Member's Obligation	How to reenlist a member
	How to extend/re-extend a member
	How to run Begin Extension Reports
	How to complete Self-Service Career Intentions Worksheet
	How to complete Discharge Intentions
	How to input Retirement Intentions
Reserve	How to complete ADT orders on a member
	How to capture Course Completion Points on a member
	How to amend active duty time on a member for ADT orders
	How to report additional active duty authorized on a member for ADT orders
	How to manage reserve category, class, and pay status on a member
	How to manage training rating on a member
	How to manage miscellaneous events on a member
View Paycheck	How to view On-Line LES on a member
Entitlements	How to start/stop BAH on a member
	How to start/stop BAS on a member
	How to start/stop INCONUS COLA on a member
	How to start/stop OUTCONUS COLA on a member
	How to Establish ACIP on a member
	How to start/stop OHA on a member
	How to start/stop TDY Entitlements on a member
	How to change Advance Pay/BAH/OHA liquidation on a member
	How to start/stop Career Sea Pay on a member
	How to start/stop Career Sea Pay Premium on a member
Separations	How to discharge a member
	How to RELAD a member
	How to retire a member
	How to report a death of a member
	How to prepare a DD-214 on a member
Taxes	How to change federal tax information on a member
	How to change state tax information on a member
	How to change mailing address on a member
Allotments	How to start/change/stop allotments on a member
Court Memorandum	How to complete a NJP on a member
	How to complete a court-martial on a member
	How to print/query NJP/court-martial results
Dependency Information	How to add/delete a dependent
	How to print a CG-4170

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Requirements for Host Sites

Sites hosting training are requested to make the following arrangements:

Number of Trainees Per Site: The number of personnel trained at each site will depend on the size of the training room.

This will be hands-on training. It will be most effective if each trainee has a workstation (with Internet Explorer installed and access to the Coast Guard Data Network (CGDN)) assigned to him or her. However, if there are not enough workstations to do the training, we can double up. **Example:** If the training room has 10 workstations, then 10-20 personnel can be trained for each session.

Training Guides: Training guides will be mailed to each site. Each site should receive the training guides no later than 14 February. To ensure that a sufficient number of guides are available, please do not distribute them until scheduled training begins. The training site will need to provide a 3-ringed, 1-inch binder for each guide.

Note: For Miami/Petaluma: If training guides are not received by 7 February, then copies will be made by the trainer at your site, prior to the scheduled training.

CG Intranet Connectivity: All workstations must have access to the CGDN to access the CGHRMS Release 9 training environment at: <http://cghrmsdev.osc.uscg.mil:7045/servlets/iclientservlet/hpp1/>. This will allow the trainees to access the application. It will also allow the trainer to show the online guides. If possible having a projector that could be connected to a terminal would enhance the trainer's ability to show step by step how the application works. It would also allow the trainer the ability to deviate from the training guide when questions arise.

A flip chart and/or white board should also be available in the training room.

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Questions Questions and funding coordination for those PERSRUs traveling shall be directed to CWO Dale Bunger at 785-339-2298 or dbunger@hrsic.uscg.mil.

Released by Internet release authorized.

/s/
M. P. SULLIVAN
Deputy Director
